MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support
Quick Reference Tip Sheet

General Information

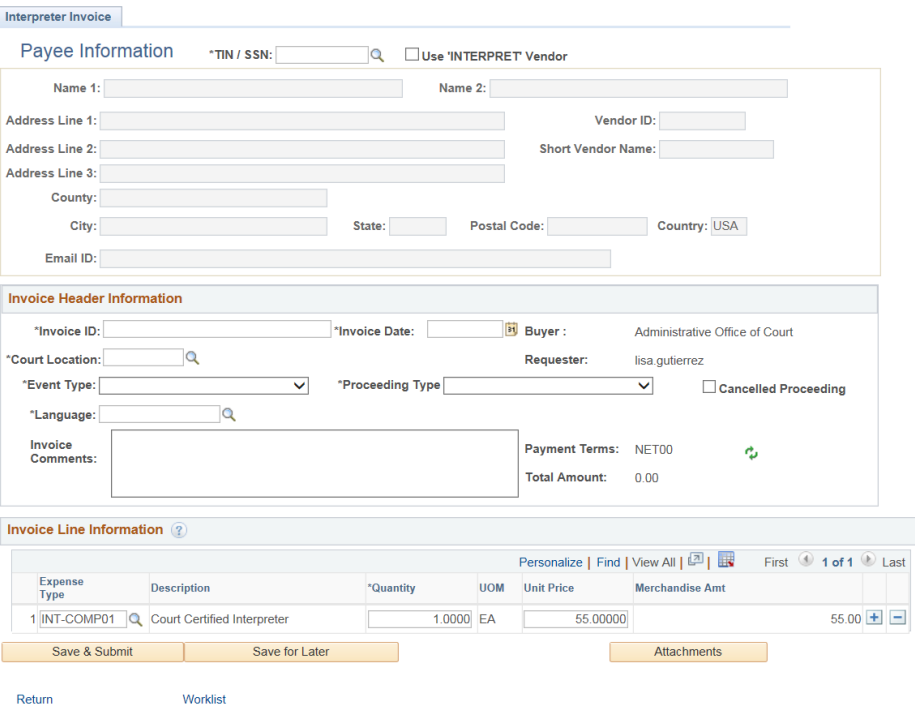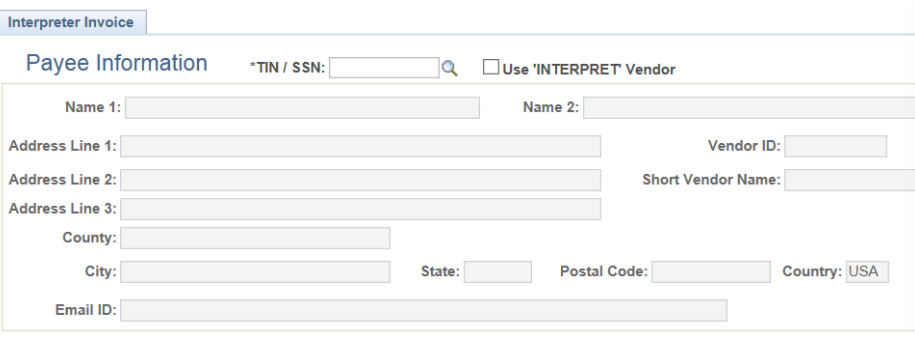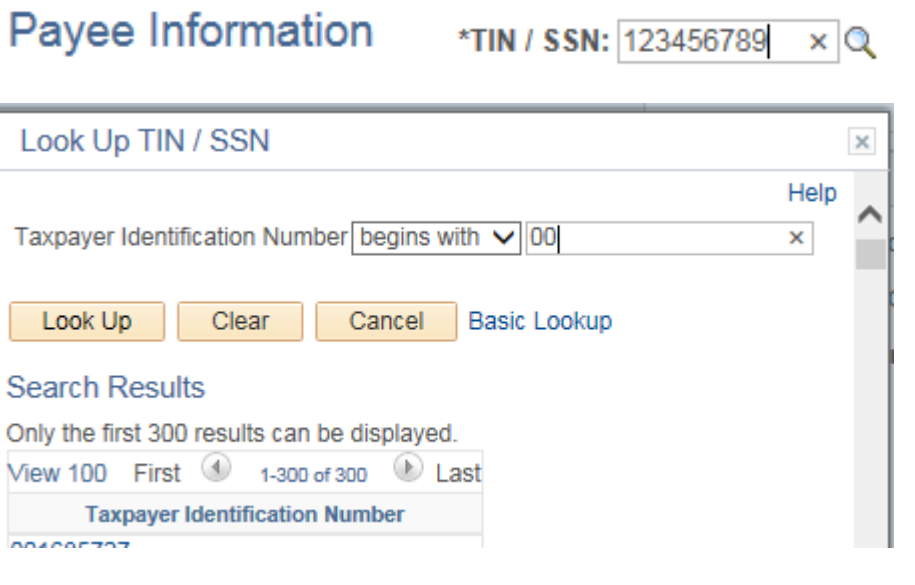| Task	Process Information
Creating an Interpreter Invoice	An invoice is created for interpreter services for processing in GEARS.

GEARS Navigation
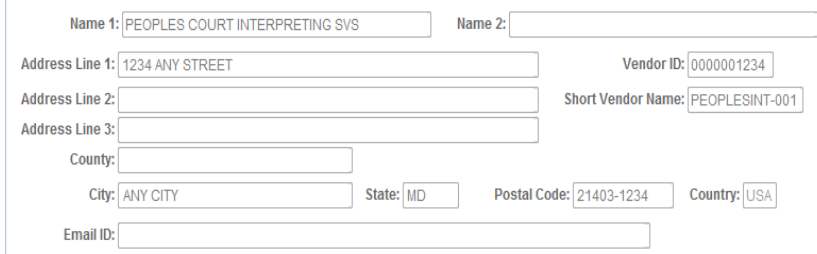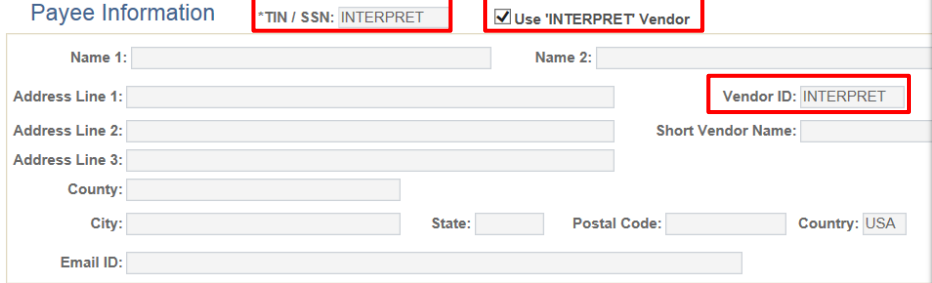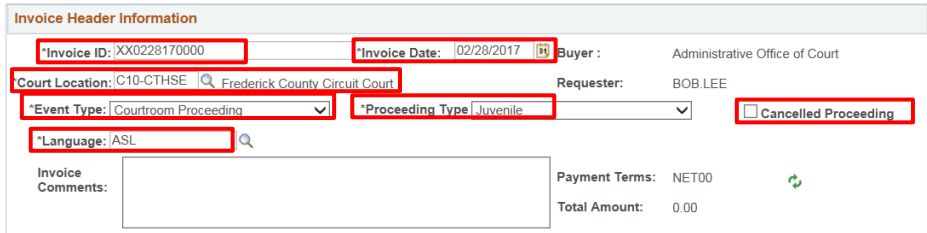
Main Menu > AOC Self Service > Interpreters & Jurors	Favorites ▾ Main Menu ▾ › AOC Self Service ▾ › AOC Interpreters & Jurors

1.0   Process

This document is intended to provide a quick reference to entering a Self-Service Interpreter Invoice in GEARS.

STEP	ACTION	DETAILS
1.	**AOC Self-Service Invoices** On the Invoice Actions page, click the "Create Interpreter Invoice" link.	**AOC Self-Service Invoices** Invoice Actions Create Interpreter Invoice Create Juror Invoice View Invoices

2.	The **Interpreter Invoice** page displays three sections of fields to be completed to generate the Interpreter Invoice (**Payee Information, Invoice Header Information,** and **Invoice Line Information**).	
3.	**NOTE: If the Payee is already set up as a Vendor in the system, follow the steps for 3a to populate the Payee Information. If the Payee has not been set up as a Vendor in the system, proceed to step 3c.**	
3a.	If the Payee is already set up as a Vendor in the system, enter the **TIN/SSN** or search by using the TIN/SSN Look Up 🔍 . **NOTE: The TIN or SSN must be 9 digits.**	

3b.	The Payee's information (name, address, Vendor ID) will auto-populate. **NOTE:** The name and address fields cannot be edited as this information is populated by what is on the Vendor table in the system.	Name 1: PEOPLES COURT INTERPRETING SVS Name 2: Address Line 1: 1234 ANY STREET Vendor ID: 0000001234 Address Line 2: Short Vendor Name: PEOPLESINT-001 Address Line 3: County: City: ANY CITY State: MD Postal Code: 21403-1234 Country: USA Email ID:
3c.	If the Payee is NOT already set up as a Vendor in the system, click the Use "INTERPRET" Vendor ☑ checkbox. The *TIN/SSN AND Vendor ID fields will auto-populate with 'INTERPRET'. **NOTE:** Leave the Payee Information blank. The Department of Budget and Finance (DBF) or District Court Headquarters (DCHQ) will update the Payee Information after the Voucher Build, once the vendor has been added to the system.	Payee Information *TIN / SSN: INTERPRET ☑ Use 'INTERPRET' Vendor Name 1: Name 2: Address Line 1: Vendor ID: INTERPRET Address Line 2: Short Vendor Name: Address Line 3: County: City: State: Postal Code: Country: USA Email ID:
4.	Enter the Invoice Header Information in the **Invoice Header Information** section. **NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.**	**Invoice Header Information** *Invoice ID: XX0228170000 *Invoice Date: 02/28/2017 Buyer : Administrative Office of Court *Court Location: C10-CTHSE 🔍 Frederick County Circuit Court Requester: BOB.LEE *Event Type: Courtroom Proceeding ▾ *Proceeding Type Juvenile ▾ ☐ Cancelled Proceeding *Language: ASL 🔍 Invoice Comments: Payment Terms: NET00 Total Amount: 0.00

ⓘ

Invoice ID – the format should be (1) **First and Last Initial of the Vendor/Payee**, (2) **Assignment Date** (MMDDYY), (3) **Start Time** in hours/minutes (HHMM), and (4) **CC** for Circuit Court, if applicable. ***XXMMDDYYHHMM*** for all court locations other than Circuit Court or ***XXMMDDYYHHMMCC*** for Circuit Court.
Invoice Date – invoice date as it appears on the invoice.
Court Location – court where the services were performed.
Event Type – type of event being interpreted.
Proceeding Type – type of court proceeding.
Language – language being interpreted.
Cancelled Proceeding – check the box if the proceeding was cancelled.

| 5. | Enter the Invoice Line Information in the **Invoice Line Information** section. |

To enter the line information for an Interpreter Invoice, please enter the amount of hours that the Interpreter has logged into the Quantity field on line 1 (Expense/Interpreter Type: INT-COMP01).

Please note: The system defaults to Court Certified Interpreter (INT-COMP01). If you need to change the type of Interpreter (e.g. to Eligible Interpreter) please click the magnifying glass

next to Expense Type to select the appropriate Expense/Interpreter type (INT-COMP02, INT-COMP03).

If there are additional expenses that were incurred, please enter the quantity and unit price on subsequent lines (Expense Type: INT-MILE, INT-TRVL). To add lines required to the invoice, click on the and repeat the above steps.

| 6. | **Add Attachments. Click the** **Attachments** **button.**

Invoices may not be submitted without an attachment. |

7.	The **Self Service Invoice Attachment** page displays.	
8.	Click the [Add Attachment] button.	
9.	Click **Browse...** to add the file to be attached.	
9a.	Locate and select the file to upload and click [Open].	
9b.	Click the [Upload] button.	

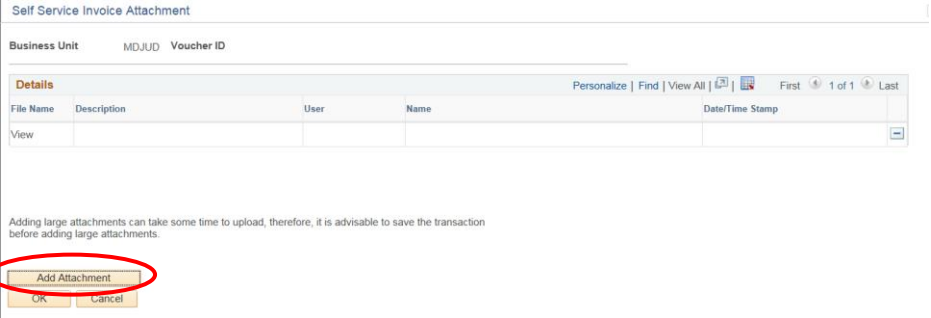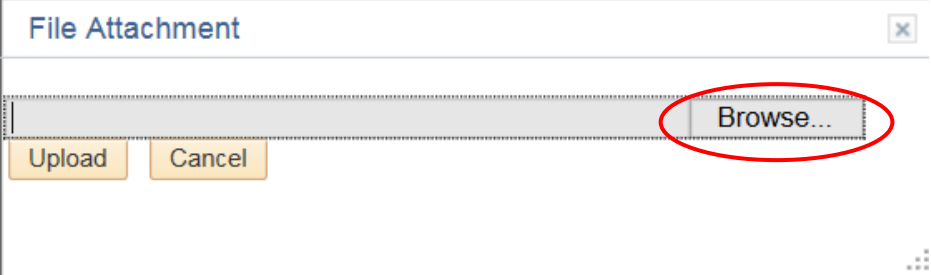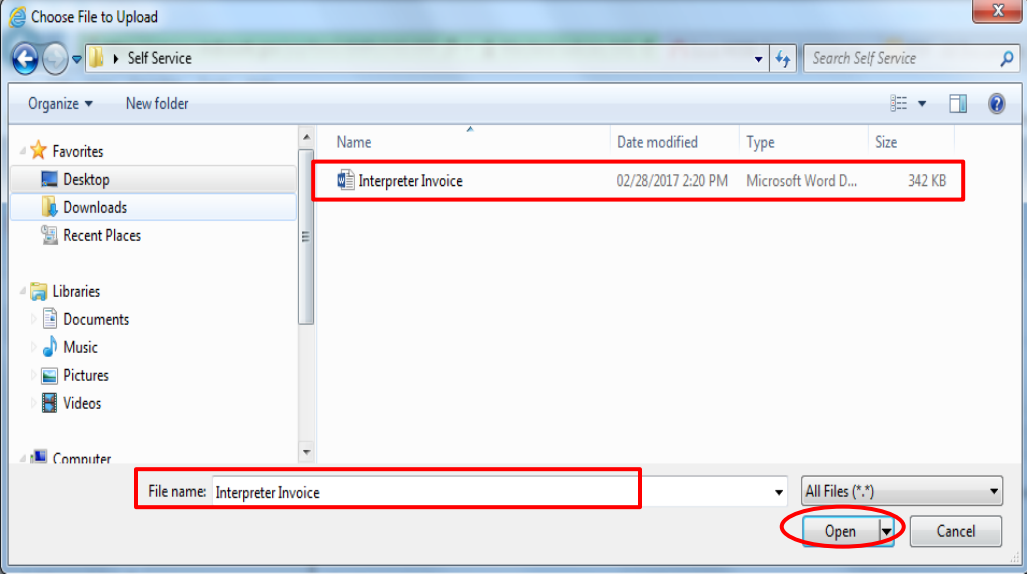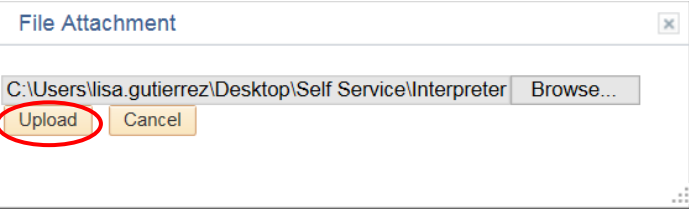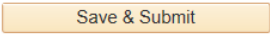| 10.	The **Self Service Attachment page displays.** (i) The attachment file name appears on the Self Service Invoice Attachment Page. Optionally, descriptions may be added in the **Description** field. **NOTE:** *to add additional attachments, repeat steps, 8-9b.*	Self Service Invoice Attachment — Business Unit MDJUD Voucher ID — **Details** — Personalize | Find | View All | First 1 of 1 Last — File Name / Description / User / Name / Date/Time Stamp — Interpreter_Invoice.docx — Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments. — Add Attachment — OK Cancel
11.	**Click the** OK **button.**	
12.	**The** Interpreter Invoice **page displays.** The Attachments button **Attachments (1)** **will display the number of attachments included in the invoice. In this scenario, there is one (1) attachment.**	**Interpreter Invoice** — **Payee Information** *TIN / SSN: ☐ Use 'INTERPRET' Vendor — Name 1: IRYNA KALAMIYETS DBA AVRINE LAW FIRM LLC Name 2: — Address Line 1: Vendor ID: — Address Line 2: Short Vendor Name: IRYNAKALAM-001 — Address Line 3: — County: — City: POTOMAC State: MD Postal Code: 20854 Country: USA — Email ID: — **Invoice Header Information** — *Invoice ID: XX0228170000 *Invoice Date: 02/28/2017 Buyer: Administrative Office of Court — *Court Location: C10-CTHSE Frederick County Circuit Court Requester: BOB.LEE — *Event Type: Courtroom Proceeding *Proceeding Type: Juvenile ☐ Cancelled Proceeding — *Language: ASL — Invoice Comments: Payment Terms: NET00 Total Amount: 0.00 — **Invoice Line Information** — Personalize | Find | View All | First 1 of 1 Last — Expense Type / Description / *Quantity / UOM / Unit Price / Merchandise Amt — 1 INT-COMP01 Court Certified Interpreter 1.0000 EA 55.00000 55.00 + − — Save & Submit Save for Later Attachments

| 13. | Save and Submit the Invoice for Approval. | If the Invoice is ready to be submitted, click the [Save & Submit] button.

NOTE: Invoice IDs should be unique, and should only be used/paid once. If you enter a duplicate invoice, you will receive a warning when saving the invoice.

Message

Warning -- Duplicate invoice detected -- see voucher 00301845 for Business Unit MDJUD. Voucher can be saved and posted. (7030,141)

A duplicate invoice has been detected, according to criteria established for the current voucher's Business Unit, Voucher Origin, Control Group, or Vendor. Refer to the indicated voucher to inspect duplicate entry values. The current voucher can be saved and posted; duplicate identification is done for informational purposes only.

[OK]   [Cancel]

Upon successful Save & Submission, the following message appears:
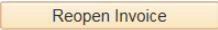
Save Confirmation

✔   Invoice saved and Sent for further processing

[OK]

Once an Invoice has been Saved and Submitted, the Invoice is routed into the workflow based on the court location selected.
- The approver for <u>District Court</u> is **Cynthia Pecenak**.
- The approvers for <u>Program Services</u> are **Ksenia Boitsova** and **Lorena Sevilla Somoza**.

The Approvers will review each invoice and decide whether to Approve or Deny the Invoice. You will receive an email notification once the invoice is approved or denied. You may want to do a print screen of the invoice for your records. If approved, the invoice is moved through processing in GEARS.
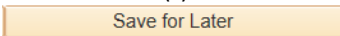
*** Note:** If the invoice is Denied, the invoice creator can view the invoice, click the [Reopen Invoice] button, make adjustments, and submit it again. <u>Do not recreate a Denied invoice.</u>*

When an invoice is denied & then reopened, it switches back to "Draft" status. This is the same status an invoice would be in after it is created, but before it is submitted for approval.

To find an invoice again by status, search for invoices in "Draft" status rather than "Denied". |
| | | ⓘ   Invoice(s) can be saved at any time during the previous steps by clicking the [Save for Later] button. This allows you to save the Invoice, leave the page, and return later using the [✉ View Invoices] link on the main *AOC Self-Service Invoices – Invoice Actions* navigation page. Please note, Save for Later will not move the invoice forward for processing until you have Submitted the Invoice. Saved Invoices will be Saved in a Draft Status in GEARS. |

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.